

Encl 10: MCoE Budget Guidance in Support of Continuing Resolution and Sequestration

On 27 Feb 13 the Office of Management and Budget (OMB) issued guidance addressing agency responsibilities for implementation of potential sequestration measures. In accordance with OMB guidance, MCoE is implementing measures that will help mitigate our budget execution risks by restricting or curtailing spending across all categories (civilian pay, travel, contracts, supplies, equipment, etc.). Effective immediately, all purchases must be approved by the respective Commandant, CDID Director, or Special Assistant. The following paragraphs reflect specific controls and guidance that will remain in effect until revoked.

1. **Civilian Pay:**

a. **Awards. Immediately halt** all monetary awards for Department of Defense civilian employees until further notice. Unless a Standard Form 50 has been processed, all monetary award requests are suspended effective this date. This restriction includes all performance awards, special act or service awards, on-the-spot awards, and quality step increases. This restriction does not include time off awards and honorary awards nor does it affect within grad increases or the promotion of employees.

b. **Overtime.** All overtime must be requested and approved in advance. Requests must be mission critical and approved by the respective Commandant, CDID Director, or Special Assistant prior to working the overtime. Supervisors will use DA Form 5172-R, Request, Authorization and Report of Overtime, to request two weeks ahead of the scheduled time. Upon receipt of the overtime approvals, MCoE G-8 will process the request. Overtime should not, under any circumstances, be used to offset a non-pay status.

c. **Compensatory Time (Comp-time).** Requests for comp-time must be mission critical and approved by the respective Commandant, CDID Director, or Special Assistant prior to working the comp-time. Supervisors will use DA Form 5172-R, Request, Authorization and Report of Overtime, to request two weeks ahead of the scheduled time. Upon receipt of the comp-time approvals, MCoE G-8 will process the request.

d. **Aged Comp-time.** Supervisors at all levels must ensure their employees schedule and take all of their comp-time before it pays out as aged in the form of overtime pay. Aged comp-time is included in the Leave Availability Reports received by HR Liaisons after each per period. Payment of aged comp-time should not, under any circumstances, be used to offset a non-pay status.

2. **TDY.** All requests for TDY and local travel (in and around mileage) must be approved by the respective Commandant, CDID Director, or the Special Assistant for the MCoE Staff prior to submission to MCoE G-8 for funding. The only exceptions are travelers whose TDY is being paid by another Command/Agency. When in and around local travel is required, travelers must first coordinate with DOL/TMP to obtain a vehicle prior to using their POV.

3. **Demonstration Flying:** All aerial demonstrations, including jump team demonstrations, and participation in civilian air shows and military open houses will cease as of 1 Apr 13. Waivers will require the concurrence of the Office of the Assistant to the Secretary of Defense for Public Affairs before approval. Submit requests for exceptions in memorandum format to the MCoE G3.

4. **Support to Non-DOD Organizations:** can only occur if there is no cost to the government and is within the local area. Exceptions must be requested in memorandum format through the

MCoE G3 and approved by the office of the Assistant to the Secretary of Defense for Public Affairs. The Non-DoD Organization must provide the funding costs within this process.

5. Military musical and ceremonial units: (MCoE Band; Color Guards, etc) will not be permitted to travel beyond the local area. Exceptions are when transportation, lodging, and subsistence, are provided by the requesting organization and can be legally accepted by DOD or reimbursed by the requesting organization for all costs. Units may continue to perform locally both on and off post as long as those performances can be conducted at no cost to DOD. Waivers will require the concurrence of the Office of the Assistant to the Secretary of Defense for Public Affairs before approval. Submit requests for exceptions in memorandum format to the MCoE G3.

6. The local area is defined as follows: Georgia: City of Columbus, Muscogee County, Harris County, Talbot County, Marion County, Chattahoochee County, Stewart County, and Webster County. Alabama: Phenix City, Russell County, and Lee County.

7. Support to Non-DOD organizations: can only occur if there is no cost to the government, is within the local area or coordinated through DoD and approved by the office of the Assistant to the Secretary of Defense for Public Affairs. The Non DoD Organization will have to address funding costs within this coordination process with DoD. MCoE G3 Plans is the POC for this process.

8. GSA Vehicles. Commanders and Directors must seek to optimize the management of their GSA vehicles. Vehicles not being fully utilized should be turned-in to save at least mileage cost and/or used to off-set POV local travel cost when feasible. Short-Term contingency leases for non-POI requirements should be discouraged and kept at an absolute minimum. Particular attention should be placed on turning in the non-tactical vehicles (NTV) funded by the MCoE before turning-in those vehicles paid by IMCOM. Additionally, leaders at all levels must continue to emphasize the importance of reducing the MCoE's charges caused by accidents and damaged vehicles.

9. Government Printing. All purchases for printing regardless of payment method (contract or GPC) must be mission critical and approved by the respective Commandant, CDID Director, or Special Assistant prior to submission to MCoE G-8 for funding. Additionally, for those units and activities using a printing card, their accounts have been reduced to \$1.00 pending receipt of approval document. The MCoE G-8 will load funding to the respective accounts once approval is received.

10. Contracts. All MCoE contract requirements must be validated and approved by the MCoE CG and Chief of Staff. It is essential for leaders to clearly identify those contracts that are absolutely mission critical and those contracts that can be cancelled, reduced, or deferred. The Contract Working Group (CWG) will review all contracts prior to submitting to MICC for award. The CWG will prioritize and recommend to the Funding Board those mission critical contracts that should be funded. All contracts will be marked as "Subject to Availability of Funds" until approved by MCoE CG/Chief of Staff or by DCG TRADOC (if required).

a. Commanders and Directors must ensure their Contracting Officer Representatives (CORs) are fully engaged with MICC as they go through the process of review and potentially reducing the scope of their contracts. This process can include adjusting periods of performance, revising Independent Government Cost Estimates, and rewriting Performance Work Statements (PWS). The critical tasks for CORs will be to closely analyze and determine which Contract

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Line Item Number (CLIN) can be reduced or eliminated, or which portions of the PWS can be revised or deleted. Leaders and CORs must be cognitive of the fact that just reducing the number of CMEs on a contract may/will not achieve the required result. CORs must engage with the MICC to ensure the desired result can be accomplished. The amount stated on TRADOC Form 5-14 cannot exceed the approved funded amount provided by the MCoE G-8 budget analyst – the amounts must match.

b. Acquisition Management Oversight (AMO). Continue processing all AMO packets and submit to the G-8 Management Services Division. The MCoE G-8 will process AMOs for approved contract requirements, however, those pending approval will be processed “Subject to Availability of Funds.” AMO packets will be processed in priority order based on approval and period of performance. Upon receipt of TRADOC DCG approvals, the MCoE G-8 will provide the funding, process the AMO packet, and forward to MICC. Commanders and Directors should continue preparing all AMO packets even though funding may not be currently available.

c. Government Purchase Card (GPC). All GPC purchases must be approved by the Brigade Commander/Deputy Commander or the Director/Deputy Director respectively prior to making the purchase. Additionally, cardholders should make purchases and billing officials should approve items which are mission critical. Commanders and Directors should approve only those administrative expenses and supply purchases essential to FY13 consumption and stop all minor purchases that are not mission critical. The MCoE G-8 reduced the cardholders and billing officials’ accounts to \$1.00. As the need for mission critical purchases occur, the MCoE G-8 will load funding on the cards once the Commander/Director approvals are received by the budget analyst. Purchases that contain “Services” must follow TRADOC 5-14 guidelines and process through the AMO procedures before the item is put on the GPC.

11. Class IX Repair Parts/Supplies. All customers must submit their requisitions along with the signed Commander’s Exception Reports (CER) to MCoE G-8, Program Budget Division for fund certification prior to ordering/blasting. The Manager’s Review Files (MRF) must also be submitted to MCoE G-8 once the CER is processed into the Standard Army Automated Retail System (SAARS). Only mission critical 03 and 06 priority items should be requisitioned and reviewed by G-4 (FMX) prior to ordering. **UNDER NO CIRCUMSTANCES WILL DOTS OR FMX AVOID GOING THROUGH THE SSA AND ORDER (BLAST) DIRECTLY TO THE DEPOTS (Wholesalers).** Effective immediately, the MCoE G-8 will implement year-end closeout procedures for supply requisitions. The procedures will be as follows:

- a. Customers must forward their CER's to the G8 for processing before blasting to SAMS-E.
- b. Upon receipt of the CER, the MCoE G-8 budget analyst will review the CER and verify the amount for processing.
- c. After verifying (Certifying Official Approval Stamp) the amount in the General Fund Enterprise Business System (GFEBS), the budget analyst will approve and process.
- d. Once funding is approved, the budget analyst will forward to the customer for ordering/blasting.
- e. Upon receipt of the MRF, the budget analyst will validate the MRF with the CER.
- f. The MCoE G-8 will work the CERs/MFRs "WITHIN 24 HOURS OF RECEIPT" to prevent the requisition from cancelling out. If the CERs/MFRs cannot be worked within 24 hours due to

lack of funding or system problems, the budget analyst will notify the customer immediately of the problem with an estimated time of when the problem is expected to be corrected.

12. **Fuel.** DOTS will adjust fuel replenishment procedures to reduce fuel cost by delaying refueling of ground storage tanks until the tanks have 50% fuel remaining. Additionally, all equipment will only be “top-off” prior to POI or training events. Refuel requirements will be scheduled and fuel will be issued by bumper number and quantity recorded.

13. **Wireless Devices.** Funding for wireless handheld devices are restricted in IAW MCoE Chief of Staff Memorandum, Subject: Fiscal Constraint Cost Saving Measures, dated February 28, 2013. Additionally, funding for Charter Cable Television services are prohibited unless approved in writing by the MCoE Chief of Staff.